

Letter to Families/Newsletter Rubric: 20 points
Elementary Level

Please write your name in the space below and attach this rubric to your assignment when submitting it for a grade.

Name: _____

Your grade will be based on the following criteria:

_____ Inclusion of a salutation: Dear Parents/Guardians (1 point)

_____ Inclusion of the following items (2 points each):

_____ class rules

_____ positive consequences: "rewards" for good behavior

_____ limit setting consequences: actions resulting from misbehavior

_____ a severe clause: What will happen in the event of extreme behavior such as fighting, bringing a gun to school, using drugs?

_____ Positive introduction: The first paragraph should introduce you and should welcome the student to your class. It may also include some highlights of the quarter/semester/year that you have planned. It should be stated very positively. (2 points)

_____ Positive conclusion: End the letter/newsletter on a positive note. (2 points)

_____ Inclusion of contact information: Indicate how parents/guardians may contact you. Provide school phone number and email. You can use a bogus number and email address. (1 point)

_____ Conclusion consisting of a complimentary closing, signature, and typed name (1 point):

Sincerely,

Ana Goodteacher

_____ Lack of grammatical, spelling, or mechanical errors.

No errors: 2 points

1-2 errors: 1 point

2 or more errors: 0 points

_____ Clarity of expression: Did you clearly communicate to parents/guardians what you truly wanted to say?

No areas of confusion: 2 points

1 area of confusion: 1 point

More than one area of confusion: 0 points

_____ Professional in appearance (neat, clean, and uncluttered)

Professional in appearance (1 point)

Unprofessional in appearance (0 points)

_____ = **Total points for assignment**